

Assistant Director-Center for Social Measurement and Evaluation
CHILDREN AT RISK – Houston

CHILDREN AT RISK is seeking an enthusiastic, analytical, detail-oriented, and self-motivated team member who will support and help direct data and research efforts of a nationally recognized, Texas based, non-profit organization. The Assistant Director will join a driven, dynamic, and hardworking team and will work closely with the Director of the Center for Social Measurement and Evaluation and the Director of Early Education in the areas of data collection, analysis, and research – with a heavy concentration in Early Education.

General Responsibilities:

- Support the organization’s ongoing data collection, analysis, and dissemination efforts.
- Collect, clean, and analyze secondary data for the organization’s annual ranking of all public schools across Texas.
- Coordinate the release of data and research findings to the public, including planning press conferences, newspaper releases, responding to requests from the media, statewide round tables, and other avenues for dissemination.
- Assist with timely data reporting for public officials, including gathering and presenting data on a variety of children’s issues at the legislative district level.
- Participate in the preparation and writing of research reports, manuscripts, papers, and grant proposals for presentation and publication.
- Prepare materials for and help develop engagement strategies for the CHILDREN AT RISK Institute, an academically oriented policy and research collaborative focused on facilitating research and scholarship to promote children’s policy solutions.
- Support the coordination of two academic journals, each published biannually.
- Manage multiple data projects and seasonal interns.
- Represent CHILDREN AT RISK in meetings with academics, public officials, and other community stakeholders regarding current children’s issues.
- Plan events for CHILDREN AT RISK around educational topics throughout the year.

Qualifications

- Master’s degree required.
- Experience working with data and strong track-record with Excel and statistical software (preferably R, or experience with SPSS, SAS, or STATA and willingness to learn R) required
- Exceptional attention to detail and commitment to maintaining meticulous databases.
- Demonstrated commitment and desire to conduct objective and sound research.
- Ability to work independently as well as a team member.
- Strong written and verbal communication skills for both internal and external audiences.
- Project management experience with a strong ability to prioritize multiple tasks.
- A strong work ethic, a good sense of humor, and willingness to collaborate.
- A history of commitment to children, innovative public policy, and macro-level change preferred.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of Texas’ children through strategic research, public policy analysis, community education, and collaboration. The data analysis is used in advocacy efforts that serve as a catalyst for children across Texas.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.

This position offers a competitive compensation and benefits package. Interested candidates should submit a cover letter, resume, and a list of three references **via e-mail** to Dr. Bob Sanborn at research-jobs@childrenatrisk.org, with "CSME Associate Director" in the subject line. The application deadline is rolling with applications being reviewed upon receipt. *CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.*

Dr. Bob Sanborn
President/CEO
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